

Sanitized - Approved For Release : CIA-RDP54-00177A000100110035-3
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 30 July 1948

FROM : Chief, Property Control Division

SUBJECT: Report of Operations - Month of July 1948

1. Status of Personnel:

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- a. Persons authorized
- b. Persons on duty
- c. Persons on sick leave
- d. Personnel actions awaiting security clearance

2. Major Accomplishments:

a. A survey of all supply accounts except as outlined below has been completed:

(1) Account No. 1, Communications Supplies and Equipment: Seventy-five per cent of the survey relative to determining communications supplies and equipment which are unserviceable, excess, and unrelated remains to be accomplished.

(2) Account No. 4, Operational Supplies and Equipment: The recording of fifty per cent of all operational supplies and equipment bearing serial numbers must be effected on records maintained by Supply Officer, Mr. [REDACTED]. Also the opening of fifty per cent of the crated boxes, cartons, and packages within the jurisdiction of Supply Account No. 4, remains to be accomplished.

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The survey of Supply Account No. 4 will be completed during the period of August 2 thru 6 1948. Upon completion of the above an audit of the property records maintained by Supply Officer, Capt. [REDACTED], Communications Supply Account No. 1, will be conducted and assistance will be rendered in inventorying such property to determine that quantities of items on hand are in agreement with the Stock Record Account. 25X1A9a

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b. The transfer of accountability for reproduction supplies, formerly under the jurisdiction of Mr. [REDACTED], Chief, Reproduction Division, has been accomplished. Such supplies have been segregated, according to supply classification, and incorporated on the records of Office Supplies, Supply Account No. 2, and Operational Supplies, Supply Account No. 4.

c. A procedure relative to the establishment of a Fuels and Lubricants Account, if applicable, [REDACTED] has been completed. The Property Officer, Miss [REDACTED], Account No. 600, [REDACTED], has been instructed to immediately establish a Fuel and Lubricants Stock Record Account in accordance with said procedure.

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d. The final draft of the Property Accounting Regulations pertaining to the accountability and responsibility of Agency property, and the monetary value thereof, has been concurred in by Mr. E. A. [REDACTED], Chief, Supply Division, Mr. [REDACTED], Assistant General Council, Mr. Edward R. Saunders, Chief, Budget and Finance Branch, and Mr. [REDACTED] Chairman, CIA Property Survey Board. Minor changes in the manual were necessitated as a result of a recommendation made by Mr. [REDACTED] to indicate the establishment of sub-accounts, if applicable, at [REDACTED] Installations. Said changes will not, to a great extent, change the subject contents of the manual but has necessitated redrafting the majority of chapters. Therefore, it is contemplated the manual will be forwarded your office on or about 3 August 1948 for approval.

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3. Future Plans; During the ensuing month, drafts of the following procedures will be submitted for concurrence, to individuals concerned:

a. Authorization for the Chief, Services Branch, to approve a droppage allowance of \$10.00 on a quarterly basis for expendable supplies carried in each Supply Account, CIA.

b. An allowance of 1/2 of 1% increase or decrease in quantities of gasoline during seasonal periods. Such allowances will be approved by the Chief, Services Branch.

c. A revision of Administrative Instruction No. 40-11, Subject: Property Survey Board, which authorizes the Chief, Services Branch, or his written designee, to determine relief from responsibility or accountability of any employee, where there is no evidence of fault or neglect for:

(1) Damage to CIA Property.

(2) CIA Property worn out through wear and tear.

(3) CIA property otherwise rendered unserviceable or obsolete.

4. During the month of July 1948, the following work load was performed by the various sections of the Property Control Division:

a. Control Section:

(1) Vouchers Posted	729
(2) Delivery Receipts Processed (Expendable)	661
(3) Reports of Inventory Adjustment Processed	8
(4) Identification Control Cards Posted	518
(5) Receipts for Loan Property Processed	4

b. Audit and Inspection Section:

(1) Property Accounts Audited	1
(2) Supply Accounts Audited	1
(3) Accident Investigations	2
(4) Damaged Property Investigations	2

c. Clearance and Survey Section:

(1) Survey Reports Received	1
(2) Survey Reports Being Investigated	13
(3) Survey Reports Processed to the Board	10
Relieved	8
Liable	1
Action deferred	1
(4) Property Clearances Issued	50
(5) Property Passes Issued	1



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